



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

December 22, 2014

Teresa Young
1014 N. Broadway
Council Bluffs, IA 51503

Dear Child Care Provider,

This letter is in regards to the December 22, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home.

The following areas were out of compliance at the time of my visit:

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor. *The provider was not in compliance with this during the October 29, 2013 check as well. The provider has a 1A 10BC fire extinguisher in the daycare area.*

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes. *The provider has not documented testing smoke detectors monthly over the last year but reports she does it. Provider was out of compliance with this during check on October 29, 2013.*

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. *Provider did not have Vet Exams signed for cat or dog. Provider was not in compliance with cat vet exam during October 29, 2013 check as well.*

110.5(2)c An individual file is maintained for each staff assistant and contains: *Provider has 2 assistants and they were missing information from the files. This information was missing during October 29, 2013 check and January 29, 2013 re-check.*

☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396 *Both missing.*

☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643 *Both missing.*

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter. *One of the 2 were missing. Provider needs to have assistants use Provider Physical form for next physical.*

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years. *One of the 2 were missing.*

110.5(2)d An individual file is maintained for each substitute and contains: *The provider has 2 substitutes and their files were missing information. This information was missing during October 29, 2013 check and January 29, 2013 re-check.*

☐ 110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396. *Both missing.*

☐ 110.5(2)d A completed Request for Child Abuse Information, form 470-0643 *Both missing.*

☐ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter. *One of the 2 were missing. Provider needs to have assistants use Provider Physical form for next physical.*

☐ 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years. *One of the 2 were missing.*

☐ 110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR. *Neither substitute had records of CPR/First Aid in their files.*

110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. *Provider needs to have parents sign forms annually. Provider was informed this during check in October 29, 2013.*

Provider has 15 children enrolled. There were 5 children present during compliance check. Provider was missing physicals and immunizations in files. Provider was not in compliance with this during check in October 29, 2013 and re-check on January 29, 2014.

Each file contains:

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance. *5 of the 15 children were missing from the file.*

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical. *7 of the 15 children were missing from their file.*

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health. *2 of the 15 children were missing from their file.*

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since. *2 of the 15 children were missing from their file.*

110.5(10) Substitutes

110.5(10)d Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period. *Provider reports she has not used substitute(s) in the past year.*

110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute. *Provider reports she has not used substitute(s) in the past year.*

110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

The provider was not over numbers at the time of the visit. This is included as a reminder to provider regarding how many children she can care for.

110.9(1)a Not more than six preschool children present at any one time including infants.

110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

110.9(1)b Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

110.9(1)c Not more than four additional school-age children.

110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time.

110.9(1)e Not more than 12 children present when the emergency school closing exception is in effect.

110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: February 15, 2015.

X _____
Signature Date

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,



Social Worker II



Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-945-9778 .

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).